Elections
Nova Scotia

ADVANCE POLL HANDBOOK

For

Deputy Returning Officers

And

Poll Clerks

Published by

the Chief Electoral Officer

2004

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A Message From the Chief Electoral Officer

Thank you for agreeing to work as Deputy Returning Officer or Poll Clerk for the Advance Poll in this election. In addition to the Special Poll, the Advance Poll offers an early voting opportunity for provincial electors who are not voting by Write-In Ballot.

Both the Deputy Returning Officer and the Poll Clerk are responsible for the proper conduct of the Advance Poll. Your work is a very important part of our democratic process. You must be fair and seen to be fair by electors. Some of the things to remember in your duties are as follows:

- Do not discuss politics at the polling station.
- Do not act as an agent or canvasser for a candidate.
- Do not accept food or drink from party representatives at the polling station. Bring your own or arrange for delivery.
- Be sensitive in your choice of clothing by avoiding wearing colors that may be associated with a particular party.

You are responsible only to your Returning Officer (RO), and not to any political party, candidate, or candidate's agent. Your instructions must come from your Returning Officer.

Thank you again for your contribution in this election.

PART 1

OPENING AND CLOSING THE POLLING STATION

Voting Days and Hours

Day 1: Friday, the 4th day before Election day, from 10:00 a.m. to 8:00 p.m.

Day 2: Saturday, the 3rd day before Election day, from 10:00 a.m. to 8:00 p.m.

Opening the Advance Poll on Friday, Day 1

- ❑ Both the DRO and Poll Clerk should arrive at least 15 minutes early to set up the polling station before the poll opens at 10:00 a.m.
- ❑ If your co-worker does not arrive, call the RO **immediately.**

Setting Up Polling Station

- ❑ Remove any partisan material from the polling station and from the area in and around the building containing the polling station.
- ❑ Set up the furniture in the polling station in such a way that:
  - ✓ Your table is the first thing the elector arriving will see.
  - ✓ You have a clear view of the voting booth.
  - ✓ Agents have a clear view of the election process, but will not obstruct the elector.
  - ✓ The voting screen is placed on the table in such a way that no one will see how the elector is marking the ballot.
- ❑ Put up yellow plastic pennant (which says "ADVANCE VOTING PLACE") outside the polling station. It must be clearly visible to the people looking for the polling station.
- ❑ If the accessible entrance is not the main entrance to the building, be sure to put up arrows directing people to the accessible entrance.
- ❑ Post the **"Direction to Electors"** sign in a prominent place in the polling station.
- ❑ Place a pencil behind the voting compartment. Check periodically that the pencil is still in the compartment and that it is sharp.
- ❑ Ensure that each agent in the polling station has presented you with his/her Appointment of Poll Agent (Form ENS-02-520), and has taken and signed the Oath of Agent or Elector Representing Candidate (Form ENS-02-504) in the Poll Book.

Assemble and Seal the Ballot Box

DRO:

Assemble the ballot box in the presence of the Poll Clerk, any candidates and agents at the poll

- ❑ Assemble the ballot box, show that it is empty, then seal it following the instructions in pages 9 - 10.
- ❑ The padlock seals on the ballot box must remain in place until close of the polls on election day.

Verify Ballots Received

DRO:

Follow these steps to verify the ballots received from RO:

- ❑ Count the ballots and check the serial number in the presence of a witness.
- ❑ Allow any candidate, agent or electors representing candidates who are present to also inspect and count ballots if they wish.
- ❑ Initial the ballots in a uniform manner in the space provided using a pen or pencil. Be sure that you use the same writing instrument to initial all the ballots. **Your initials must be seen when the ballot is folded.** Make no other identifying marks anywhere on the ballot.
- ❑ Complete entries on the front cover of the Poll Book:
  - ▸ number of ballots received from RO.
  - ▸ the serial number on ballot box padlock seals.
  - ▸ your signature.

Making Introductions and Setting Ground Rules Before Electors Arrive

DRO:

Introduce yourself and the Poll Clerk to:

- the Supervising DRO (if appointed).
- the Revision Assistant (who will be there throughout the advance poll).
- any agents of candidates who may be present at your polling station.

Make sure everyone understands that:

- electors are to go to the DRO first.
- people at the table may chat only when there is a lull in voting.
- agents may check the List of Electors to update their records only when there is a lull in voting.

Remind agents, in particular:

- ✗ No Smoking in the polling station.
- ✗ No politics discussed in the polling station.
- ✗ No cell phone use permitted in the polling station. They must be turned **OFF**.

Closing the Advance Poll on Friday, Day 1 and Saturday, Day 2

When Electors Are Waiting to Vote:

If there are any electors waiting to get into the polling station at 8:00 p.m. they are entitled to vote, and the DRO must follow these rules:

- ❑ Allow all the electors waiting to get into the polling station to come in and lock the door. Make a list of the electors and take their votes.
- ❑ The poll must close once the last of the electors on your list has voted. Electors who arrive after closing time **must not be allowed to vote.**

Duties on Closing

Securing Ballot Box

Once the poll closes, the DRO must secure the ballot box in the presence of the Poll Clerk and any agents present, following these steps:

- ❑ Rotate circular unit on top of ballot box until the ballot slot is closed and both holes line up.
- ❑ Insert the small plug seal into the open hole and press down to snap in place.
- ❑ Record the plug seal number on the cover of the Poll Book, then you and the Poll Clerk confirm the seal number by signing the appropriate space on the page. Any agents present may also sign the seal if they wish.
- ❑ Make a notation under the last entry in the Poll Book which states "The number of electors who voted on day 1 at this Advance Poll station is (state the number)."

Voting Material

DRO:

- ❑ Place unused ballot papers and stubs in Envelope "B." More than one envelope "B" can be used if necessary. (It is not necessary to seal the envelope).
- ❑ Place any cancelled ballots in Envelope "A." (It is not necessary to seal the Envelope).
- ❑ Place any Certificates to Vote in Envelope "H." DO NOT seal it.
- ❑ Place the List of Persons Who Voted at the Advance Poll, Form ENS-02-530 in Envelope "M." (DO NOT SEAL IT UNTIL CLOSING ON DAY 2)
- ❑ Place the voting materials in Envelope "K." and seal the envelope with a gummed paper seal. DRO and Poll Clerk sign paper seal. Any agents present may also sign the seal if they wish.
- ❑ The Returning Officer will instruct you where to keep the ballot box and election material. If you leave the materials with the Returning Officer, be sure to allow yourself enough time to pick them up before the poll opens on Day 2.

Opening the Advance Poll on Saturday, Day 2

Both the DRO and Poll Clerk arrive 15 minutes early to ensure that the polling place is properly set up for voting. The material left in the polling place will usually remain undisturbed overnight. Therefore, you will not need to repeat all the steps you followed on Day 1 to open the polling station.

DRO

Ensure the following steps are met:

- ❑ Check that the voting compartment is clear, and has a sharp pencil.
- ❑ Check that there is no partisan material in and around the polling station.
- ❑ Directions to Electors are still posted in the polling place.
- ❑ Yellow plastic pennant is posted outside.
- ❑ Directions for accessible entrance are still posted.
- ❑ Place the sealed ballot box on the table in front of you. Show all present that the number on the plug seal matches the number recorded on the Poll Book at the close of poll on Day 1.
- ❑ Insert a pen under the plug seal and pry upwards until the seal breaks. Remove the broken seal and rotate the circular unit until the ballot slot is open. DO NOT BREAK OR REMOVE THE LARGE PADLOCK SEALS.
- ❑ Break the seal on Envelope "K" and remove the voting materials. Allow any agents present to inspect the sealed envelopes and any of the material to confirm that there has been no tampering.
- ❑ Remove the unused ballot papers from Envelope "B."

Poll Clerk:

Ensure the following steps are met:

- ❑ There is only one List of Persons Who Voted at the Advance Poll (Form ENS-02-530) over the two days of the Advance Poll.
- ❑ Write Day 2 of the Advance Poll on a new page in the Poll Book.
- ❑ Resume your entries on this page, starting with the next consecutive number for the day. For example, if 65 people voted on Day 1, your entries for Day 2 would start with consecutive number 66.

Begin to receive votes from electors

Closing the Advance Poll on Saturday, Day 2

DRO:

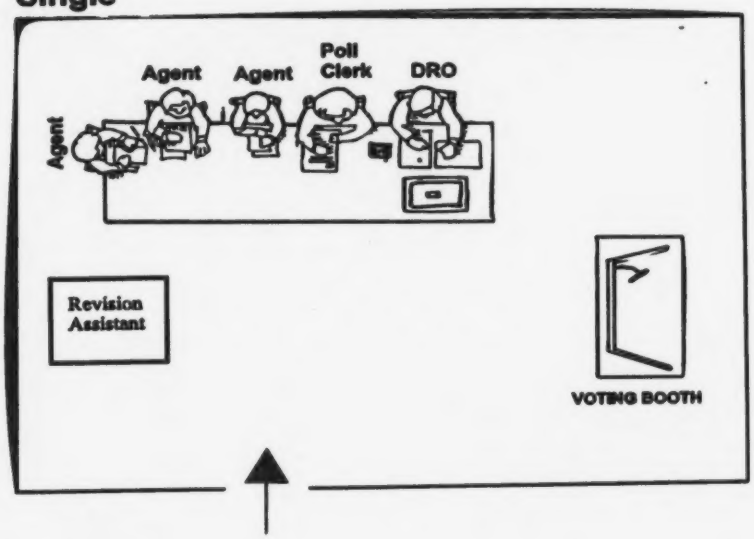
Follow the same closing steps done on Day 1, with the following added:

- ❑ Make the following notations after the last entry in the Poll Book, which state:
  - *"The number of electors who voted on day 2 at this Advance Poll station is (state the number)."*
  - *" The total number of electors who voted in this Election at this Advance Poll station is (state number)."*
- ❑ Place any Certificates to Vote in Envelope "H." Complete the information required on the front of envelope and seal it with a gummed paper seal. DRO and Poll Clerk then sign the seal and allow any agents present to also sign it.
- ❑ Place the Poll Book, List of Electors, and all envelopes in Envelope "K". Seal the envelope with a gummed paper seal, the DRO and Poll Clerk sign the paper seal. Any agents present may also sign the seal if they wish.
- ❑ Place the List of Persons Who Voted at the Advance Poll, Form ENS-02-530 in Envelope "M." If you appointed a constable by Form ENS-02-526, include this form in Envelope "M."
- ❑ Return Envelope "M" to the RO.
- ❑ Leave the following for safekeeping with the RO until you retrieve them for the counting of the ballots on election day:
  - ✓ The ballot box with padlock and plug seals in place.
  - ✓ The sealed Envelope "K" with voting materials.
  - ✓ Envelope "M" containing the List of Persons Who Voted at the Advance Poll (Form ENS-02-530).
  - ✓ Any other election material.
- ❑ If you have been directed by the RO to keep the election materials instead, be sure to keep them in a secure place.

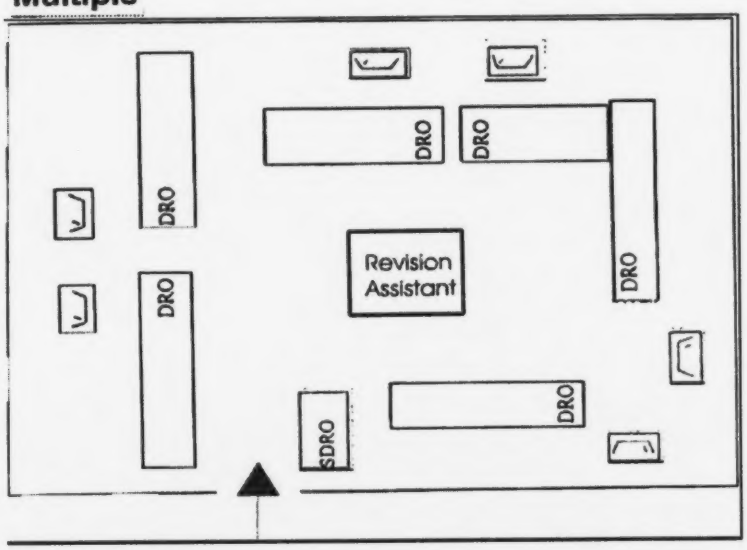
The RO will tell both the DRO and Poll Clerk where to go on election day to count the Advance poll ballots. In most cases, this will be at the place where the Advance Poll was held. Counting starts soon after polls close at 7:00 p.m. on election day.

Setting up the Polling Station:

Single



Multiple



ASSEMBLY OF BALLOT BOX

Components

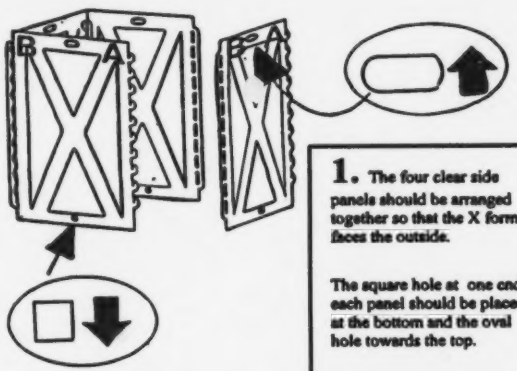
A-1 Ballot box base
B-1 Ballot box lid
C-4 Clear high-impact polystyrene side panels
D-2 Black Padlocks
E-2 Bolts and two wiring nuts
F-1 Plastic plug seal
G-4 Instruction sheets in English and French

Assembly Instructions

Be sure to verify that all parts listed above are in the ballot box.

Please read all of the instructions before attempting to assemble the ballot box for the first time.

The ballot box should be assembled on a flat surface.

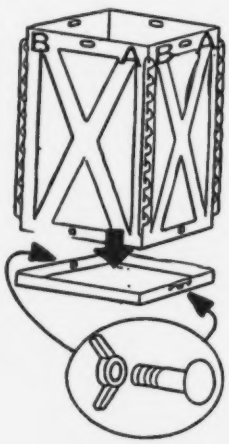


1. The four clear side panels should be arranged together so that the X form faces the outside.

The square hole at one end of each panel should be placed at the bottom and the oval hole towards the top.

At the top of each panel join letters "A" to letter "B". Be sure to put the letter A with B.

Insert the hooks of the first panel into the holes of the second and do the same with the third and the fourth.



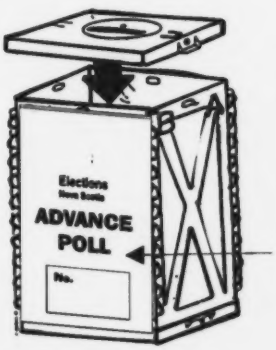
2. Place the assembled four panels into the groove around the edge of the base.

Insert the two wing nut bolts through the bottom holes. Screw the wing nut onto the bolt from the inside.

Disassembling Ballot Box

When finished, dismantle the ballot box in the same way it was assembled and re-pack the ballot box parts into its container.

Place a instruction sheet between each panel to protect the clear sheet from scratches while the ballot box is in storage.



3. Place the ballot box lid of the panels until it slips onto the panels, making sure the plastic padlock holes line up with the holes at the bottom of the panel.

Place Advance Poll sticker on front of ballot box

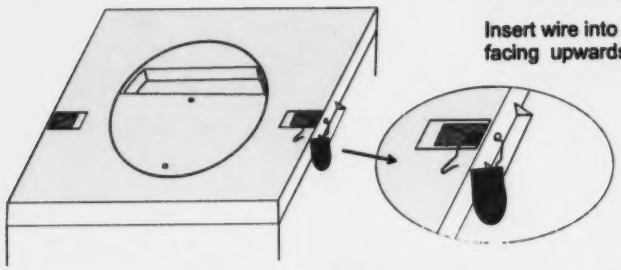
(See Next Page)

BALLOT BOX TOP

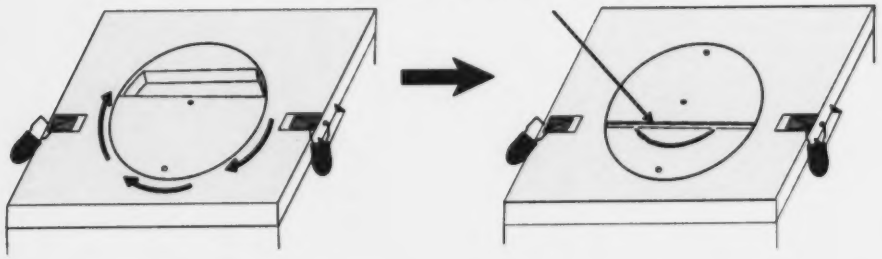
Day 1 - Advance Poll

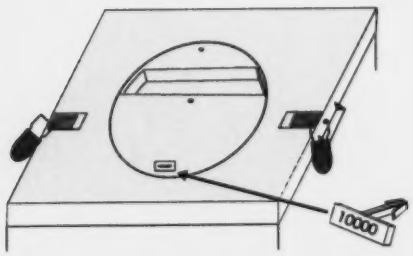
A padlock seal must be placed on each side at the top of the ballot box

Insert wire into each hole with seal opening facing upwards and snap closed



Rotate center circle until slot appears



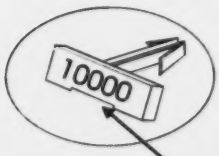


At the end of each voting day

Rotate circle until the slot is closed and both holes line up

Insert white plastic 'plug' seal into the open hole and press to snap in place

Day 2 - Opening of Advance Poll



Insert pen under plastic 'plug' seal and pry upwards until seal breaks, remove and rotate circle until slot opens

At time of Count

Twist and rotate padlock seals until they break and remove them to open ballot box

PART II
PEOPLE PERMITTED IN POLLING STATION

Besides the DRO, Poll Clerk, and an elector voting, only the following people are allowed in the polling station:

Returning Officer Or Election Clerk
Either may come to see how voting is proceeding, or to deal with any difficulties at the poll

Supervising DRO
The RO may appoint a Supervising DRO where there is a site with five or more polling stations. This election officer will:

- ✓ Meet electors as they enter the site and direct them to the correct polling station.
- ✓ Assist the DRO by directing the electors to the Revision Assistant who need to be added to the List of Electors and obtain a Certificate to Vote.
- ✓ Monitor activities and assist the DRO if there are any problems at the poll and, if necessary, report the problems to the RO.

Revision Assistant
Each Advance Polling station will have one or more Revision Assistants to take applications from electors who are not on the List of Electors and have no Certificates to Vote. Where an application is approved, the Revision Assistant will issue the elector a Certificate to Vote (Form ENS-02-416) to present to the DRO before voting.

Candidates
A candidate may come to observe the voting or to greet the people working in the polling station. Candidates may also act as their own agent at the polling station.

Candidate's Agent
Each candidate is entitled to have 2 agents at a polling station. Agents must present their appointment to the DRO (Form ENS-02-520) and take Oath of Agent of Elector Representing Candidate (Form ENS-02-504 in the Poll Book).

An Elector Representing a Candidate
One elector may represent a candidate at the polling station, but only until the candidate's agent arrives. At that point the elector must leave.

Persons Needed to Assist Electors
The *Elections Act* permits a person to enter the polling station to assist an elector with a disability or requiring an interpreter. Both the elector and the person assisting must leave the polling station once the elector has voted.

Candidate's Official Agent and Agent at Large
These agents can come into the polling station at any time, on presenting to the DRO their Poll Entry Certificate signed by the RO (Form ENS-02-519). They will have taken the Oath of Secrecy before the RO and can act as poll agents if they wish.

Constable
The DRO or the RO may appoint a constable, if either deems it necessary to maintain good order in the polling station. (See section on disturbance at the polling station in Part IV for the appointment process and the powers of a constable).

Responsibilities of Agents

Agents are at the polling station to observe the voting process on behalf of a candidate.

Agents Can:

- ✓ witness the opening and closing of the Advance Polling station.
- ✓ observe the voting process.
- ✓ have access to the List of Electors to see who has voted, but only when there is a lull in the voting.
- ✓ challenge an elector, who must then take the Oath of Qualification.
- ✓ observe the marking of a ballot, if the DRO is acting as the friend of an elector requiring assistance.
- ✓ observe the counting of the ballots, with the ability to raise an objection to the acceptance or rejection of a ballot.
- ✓ sign the Statement of Poll.
- ✓ sign seals used to secure election materials.
- ✓ sign in Poll Book confirmation of plug seals used to seal a ballot box slot.

Agents Cannot:

- ✗ prevent any elector from voting.
- ✗ stop or disrupt the voting process.
- ✗ engage in partisan activity at the poll.
- ✗ wear any badges, pins, emblems, or similar things identifying them as supporters of a particular candidate.
- ✗ prevent a ballot from being counted, if the DRO accepts it.
- ✗ approach electors entering the polling station to check their identity.

Notify your RO if an agent is not cooperating as required.

PART III
THE VOTING PROCESS

Who May Vote at The Advance Poll?

- Any elector whose name is on the official List of Electors for your polling station.
- Electors with a completed Certificate to Vote.
- **There is no voting by Transfer Certificate at an Advance Poll.**

Voting Steps

- Each elector gives their name and address to the DRO. An elector may produce a Confirmation of Registration Notice at the same time, but this is not a requirement.
- The Poll Clerks looks for the elector's name on the List of Electors, then

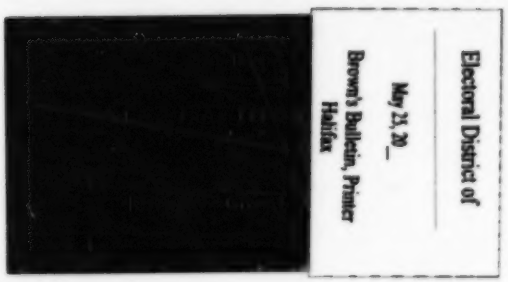
If elector's name is not on the List of Electors:

- DRO first asks if the elector has a Certificate to Vote.
- If the elector has a Certificate to Vote, the elector is allowed to vote and the Poll Clerk enters the required information in the Poll Book.
- If the elector has no Certificate to Vote, DRO directs the elector to the Revision Assistant to be added to the List of Electors and to bring back a Certificate to Vote. (There will be a Revision Assistant at the polling station throughout the Advance Poll).

If elector's name is on the List of Electors:

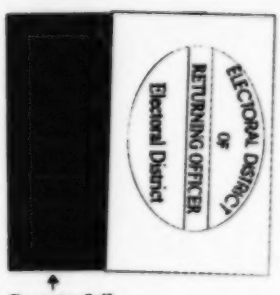
- The Poll Clerk reads out loud (if there are any agents present) the consecutive number of the elector on the List of Electors and crosses the elector's name off the List of Electors.
- DRO allows the elector to vote.
- DRO tears off the ballot from the book between the stub and the counterfoil.
  - Ensure that you have initialed the ballot in a uniform manner in the space provided on the back using pen or pencil. DRO's initials are an important part of the evidence required to validate ballots when counting the votes.
  - Fold the ballot paper in such a way that your initials can be seen when the ballot is folded. See diagrams on how to handle ballots on the following pages.
  - Give the folded ballot to the elector.
  - Tell the elector to go to the voting screen to mark the ballot and return the marked ballot folded in the same way.
- Without unfolding the ballot and taking care not to see how the elector voted, ensure that it is the same ballot you gave the elector by checking your initials and the serial number on the ballot.
- If the ballot is returned folded incorrectly and your initials cannot be seen without unfolding it, give the ballot back to the elector to fold it properly. The elector may go back behind the voting screen to do so.
- In full view of the elector and all others present, remove and destroy the counterfoil then deposit the ballot in the ballot box without looking to see how the elector has voted.
- See that the elector leaves the polling station.

FOLDING THE BALLOT



FOLD 1

BACK

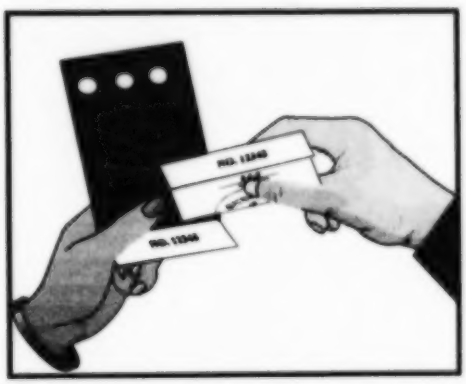


FOLD 2

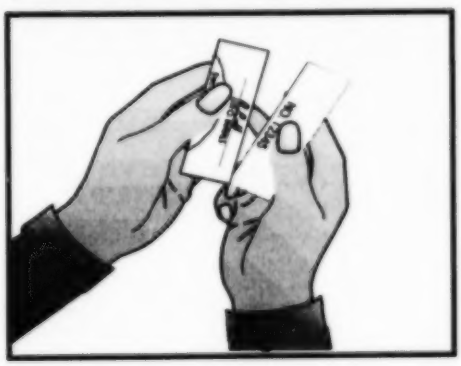
Counterfoil

AFTER ELECTOR RETURNS BALLOT

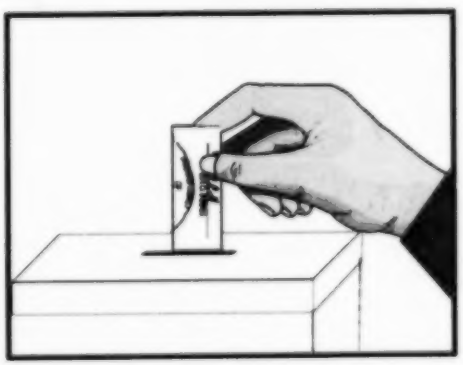
Check serial number printed on back of counterfoil against serial number printed on stub, check initial affixed on back of ballot paper.



Remove counterfoil from ballot paper



Put ballot paper into ballot box in the presence of the elector.



Poll Clerks Entries in the Poll Book:

Consecutive No.	No. On List of Electors "C" for Certificate to Vote	Poll No.	Name Of Electors (Family name first)	Civic Address	Voted	Sworn or Affirmed	Refused to swear or affirm	Remarks

The Poll Clerk must enter the following information for every elector:

- Under **"Consecutive Number. "** the next consecutive number starting with number "1" for the first elector to vote at the polling station.
- Under **"No. On List of Electors,"** enter
  - A number such as 150, which shows that the elector was number 150 on the official List of Electors at the polling station.
  - A notation "C", if the elector used a Certificate to Vote.
- Under **"Poll No."** Enter the polling division number shown on the List of Electors or Certificate to Vote.
- Under **"Name of Elector"** Enter the name of the elector, family name first.
- Under **"Address"** Enter the civic address of the elector.

The Poll Clerk must put a check mark under one or more of the following headings, as appropriate:

- **"Voted,"** as soon as the ballot is put in the ballot box.
- **"Sworn or Affirmed'** for any elector who takes an oath, followed by and entry of the nature and form number of the oath.
- **"Refused to Swear of Affirm,"** where the elector refuses to take a required oath.

- Under **"Remarks"** enter:
  - Nature and form number of oath if the elector has taken an oath.
  - Other appropriate remarks.
  - For each entry in Poll Book, assist the DRO by completing the List of Persons Who Voted at the Advance Poll (Form ENS-02-530).

In addition:

- If the elector used a Certificate to Vote, place it in Envelope "H", without sealing the envelope.

The DRO may also direct that certain entries are made in the Poll Book.

Further details of other Poll Book entries are included in the next sections.

PART IV
SPECIAL SITUATIONS AT THE POLL

Administration of Oath

Several situations require an oath to be taken at the poll. The DRO administers the Oath as follows:

- ❑ Ask the person taking an oath to choose to swear or affirm it. You must allow this choice. People who choose to swear do so on the Bible or other religious book, by placing their right hand on the book while swearing the oath. Those who choose to solemnly affirm do so without holding a religious book.
- ❑ Ask the person to either read the oath out loud or repeat each sentence after you.
- ❑ Ensure that the name of the person taking the oath is entered and signed where required. If the person cannot write, ask the person to make a mark and have someone witness the mark.
- ❑ Representatives of candidates must sign the Oath of Agent or of Elector representing a Candidate, Form ENS-02-504 in the Poll Book.

SPECIAL SITUATION REQUIRING OATH

Elector assisted by a friend to mark a ballot.

If an elector is unable to read or has a visual impairment or other physical disability, the elector may be assisted by a friend or by the DRO to mark the ballot.

A "friend" in this case is a person who accompanies an elector to the polling station and assists the elector in marking the ballot. A person can only act as a friend of one elector at the election, unless the person is a child, grandchild, husband, wife, sister, brother, or parent of the elector.

DRO:

- ❑ Have the elector take the Oath of Elector Requiring Assistance, Form ENS-02-506 in the Poll Book.
- ❑ Have the friend take either:
  - The Oath of Friend of Elector Requiring Assistance (family), Form ENS-02-507 in the Poll Book.
  - The Oath of Friend of Elector Requiring Assistance (non-family), Form ENS-02-508 in the Poll Book.
- ❑ Give the ballot to the elector, or to the friend of elector, if the elector is unable to hold the ballot.
- ❑ The elector and friend (and no one else) then go together behind the voting screen and vote secretly.

Poll Clerk:

Enter the Poll Book opposite the name of the elector:

- ✓ Check mark under the **" Sworn or Affirmed"** column
- ✓ under the "Remarks" column:
  - The reason for assistance.
  - Oath numbers.
  - Name of a person who assisted.

Elector Assisted by the DRO

The DRO can also act as the friend of an elector and assist the elector in marking the ballot.

DRO:

- ❑ Have the Elector take the Oath of Elector Requiring Assistance, Form ENS-02-506 in the Poll Book.
- ❑ Accompany the elector to the voting compartment in the presence of an agent or elector representing each candidate, if present.
- ❑ Ask the elector which one of the candidates they wish to vote for and mark the ballot paper according to the direction of the elector.
- ❑ Place the ballot paper in the ballot box.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector:

✓ Check mark under the **"Sworn or Affirmed"** column

✓ Under the "Remarks" column:

- The reason for assistance.
- Oath number.
- Name of DRO who gave assistance.

Challenging an Elector

The DRO, Poll Clerk, Agent or Elector representing a candidate may challenge an elector if any of them believe that the elector is not qualified to vote or may believe that the elector is not who he or she claims to be. This can take place even if the elector is on the List of Electors or has been accepted for addition to the List of Electors by a Revision Assistant.

Where an elector is challenged, take the following steps:

DRO:

❑ Have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.

❑ Once the elector takes the Oath, permit the elector to vote, whether or not the challenger is satisfied that the elector is qualified to vote.

❑ If the elector refuses to take the Oath, do not permit the elector to vote.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector:

✓ Check mark in the **"Sworn or Affirmed"** column.

✓ Note Oath number in the **"Remarks"** column.

✓ Check mark in the **"Refused to Swear or Affirm"** column, if the elector refuses to take required oath.

Errors on the List of Electors

If an elector gives a name and address which is not on the List of Electors but which is very similar to one on the List of Electors, the elector can vote if the DRO is satisfied that the name and address on the List of Electors is intended to refer to the elector.

DRO:

- ❑ Have elector take Oath as to Error on the List of Electors, Form ENS-02-511 in the Poll Book.
- ❑ If you have doubts over qualifications, have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book

Poll Clerk:

Enter in the Poll Book opposite the name of the elector:

- ✓ check mark in the **"Sworn or Affirmed"** column
- ✓ note Oath(s) number(s)in the **"Remarks"** column

Personated Elector (Someone Voted Using the Elector's Name)

If someone else has voted using an elector's name, the elector may still vote.

DRO:

- ❑ Have the elector take Oath of Personated Elector, Form ENS-02-509 in the Poll Book.
- ❑ If you have doubts over the elector's qualifications, have the elector take the Oath of Qualification, Form ENS-02-505 in the Poll Book.

Poll Clerk:

Enter in the Poll Book opposite the name of the elector:

- ✓ Check mark in the **"Sworn or Affirmed"** column.
- ✓ Oath number in the **"Remarks"** column.

Elector Requiring an Interpreter

If the DRO does not understand the language spoken by an elector, and cannot communicate with the elector, the DRO must get an interpreter. The elector is not allowed to vote until an interpreter is available to enable communication between the DRO and the elector.

DRO:

❑ Have the interpreter take the Oath of Interpreter, Form ENS-02-510 in the Poll Book.

Poll Clerk:

Enter in the Poll Book opposite the name of electors:

✓ A note that an interpreter was required.

✓ Note Oath number in the **"Remarks"** column.

SPECIAL SITUATION THAT DO NOT REQUIRE OATH

A Visually Impaired Elector Using a Template to Vote

An elector who is visually impaired can ask to use a template to vote.

DRO:

❑ Place the template over the ballot so that the circle at the right of the first name on the ballot is aligned with the first circle on the template, and have the rest of the circles on the ballot aligned with the corresponding holes in the template.

❑ Tell the elector the names and political affiliations of the candidates, in the same order as they appear on the ballot paper.

❑ Fold the ballot and instruct the elector how to re-fold the ballot after marking it. (The elector should re-fold the ballot using the ridges left when the ballot paper was folded by DRO).

❑ Direct or assist the elector to the voting screen and ensure that the ballot is marked in secrecy.

❑ The elector returns the marked ballot to you, and you place it in the ballot box.

Elector Who Damages or Mis-Marks Ballot

If an elector has damaged or mis-marked a ballot, the ballot may be exchanged for a new one.

DRO, without examining how the elector voted:

- ❑ Write **"cancelled"** across the back of the ballot.
- ❑ Place cancelled ballot in Envelope "A" for cancelled ballot papers.
- ❑ Issue another ballot to the elector.

NOTE: An elector is entitled to receive only one new ballot paper.

Elector Who Decides Not to Vote

An elector may take a ballot paper and then decide not to vote. The elector must return the ballot paper to the DRO.

DRO, without showing the ballot to anyone:

- ❑ Write **"cancelled"** across the back of the ballot.
- ❑ Place cancelled ballot in Envelope "A" for cancelled ballot papers.

Do not give the elector another ballot.

Disturbance at The Polling Station

One of the responsibilities of the DRO is to maintain peace and good order at the polling station. If there is a disturbance, the DRO must contact the RO right away. If the situation warrants it, the DRO may appoint a constable using an Appointment of Constable (Form ENS-02-526), or call the Police, and order the person disturbing the peace to be held in custody until the close of the poll. To do this,

- The DRO writes the following on a piece of paper: "Hold (insert the name of the arrested person. If you do not know the name, insert "the person delivered to you") in custody until 8:00 p.m. this afternoon."
- The DRO signs the paper and gives it to the constable or police officer.

PART V
COUNTING THE BALLOTS

Where and When to Start the Count?

DRO and the Poll Clerk:

- ❑ You will count the votes at the place where the Advance Poll was held, unless you were directed by the RO to go to another location. Counting starts at 7:00 p.m. when the poll closes on election day.
- ❑ DRO: If you left the ballot box and election material with the RO for safekeeping, allow yourself enough time to retrieve them.
- ❑ Arrive for the count by 6:45 p.m.

Who May Be Present for The Count?

- ✓ DRO and the Poll Clerk
- ✓ Candidates
- ✓ One agent per candidate (a second agent may be admitted on request). If no agents are present, an elector representing a candidate.

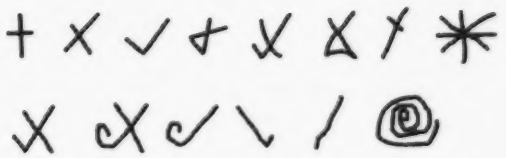
The count must be done in the presence of at least two witnesses. If necessary, the DRO must recruit two electors to be witnesses. Where there is no Poll Clerk, the RO must appoint an additional DRO to count the votes. The DRO may act as the Poll Clerk. **No one should enter or re-enter the polling station after the doors are closed and the count is underway.**

Acceptable and Unacceptable Ballots

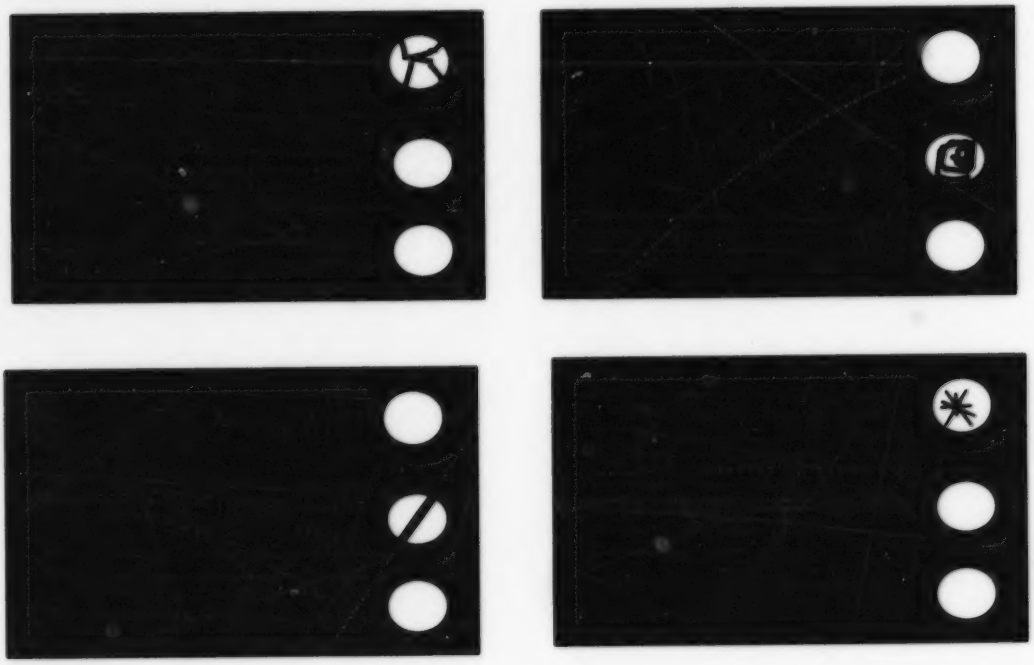
The counting of ballots is a very important part of the DRO duties. Take your time and do the count with care.

Review the following guidelines on acceptable ballots, including the rules handling irregular ballots:

- The *Elections Act* requires that ballots must be marked "with a pencil or a pen in the circular space on the ballot paper at the right of the name of the candidate for whom the elector intends to vote with a cross, an 'X', a check mark, or a line."
- The general rule is that any ballot that clearly shows the elector's intention to vote for a particular candidate without identifying the elector must be accepted. The following are examples of an acceptable mark and samples of ballots that should be counted:



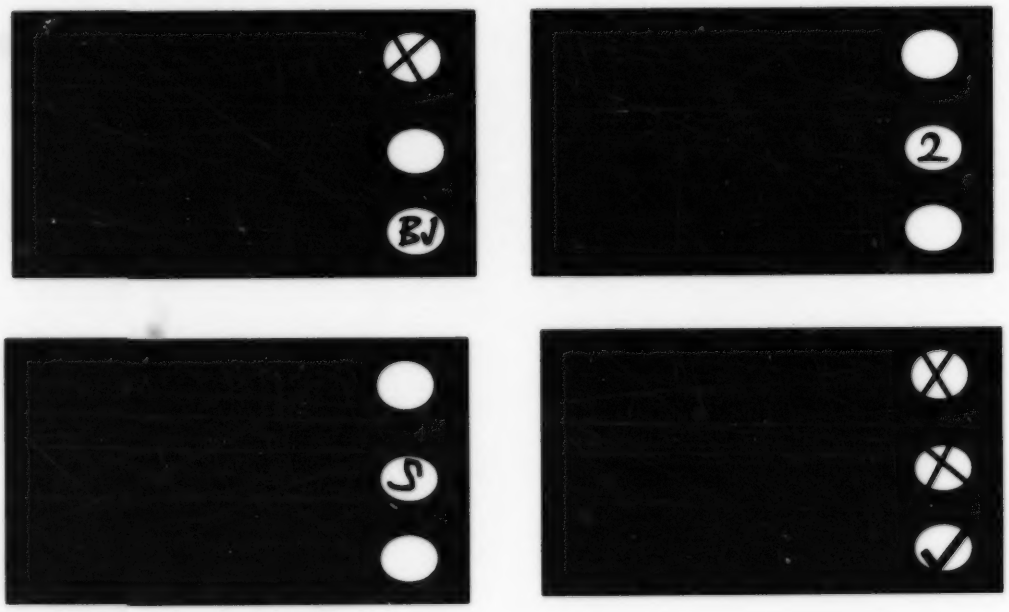
ACCEPTED BALLOTS



The ballots that must be rejected are as follows:

- ✗ Those not supplied by the DRO
- ✗ Those not marked for a candidate.
- ✗ Those marked for more than one candidate.
- ✗ Those marked in such a way that it is unclear who the elector is voting for.
- ✗ Those marked in such a way as to identify the elector.
- ✗ Those not marked in the circular space to the right of the candidate's name.

REJECTED BALLOTS



IRREGULAR BALLOTS either have counterfoil attached or have not been initialed by the DRO. These can be counted if the following steps are taken:

When the counterfoil is attached:

✓ Without examining the ballot or showing it to anyone, the DRO removes and destroys the counterfoil in the presence of those at the count.

✓ The DRO counts the ballot.

When the ballot is not initialed:

✓ First, DRO must be satisfied that he or she issued the ballot.

✓ DRO initials the ballot and counts it.

Steps to Count Ballots

Follow these steps when ready to count votes:

Step 1: Complete the Record of Poll in the Poll Book:

❑ Draw a line under the name of the last elector in the Poll Book.

❑ Add together the number of electors who voted on Day 1 and Day 2 of the Advance Poll, then write under the line the following: "The number of electors who voted by Advance Poll at this polling station is (state the total number)." Sign the Poll Book following this notation.

NOTE: Your total of the number of electors who voted by Advance Poll should be the same as the last consecutive entry in the Poll Book.

Step 2: Count the Cancelled Ballots and Unused Ballots:

- ❑ Take the cancelled ballot papers from Envelope "A" and count them.
- ❑ Write the total number of cancelled ballots on the front of Envelope "A."
- ❑ Place the cancelled ballots back in Envelope "A" and seal it with a gummed paper seal.
- ❑ DRO and Poll Clerk then sign the seal and ask any witnesses who may wish to also sign it.
- ❑ Open the sealed Envelope "B" and count the UNUSED ballot papers. DO NOT detach them from the books.
- ❑ Mark the total number of unused ballots on the front of Envelope "B."
- ❑ Place the unused ballot and the stubs of used ballots issued in Envelope "B" and seal it with a gummed paper seal.
- ❑ DRO and Poll Clerk then sign the seal and ask any witnesses who may wish to also sign it.

Step 3: Record Entries on the Statement of Poll:

- ❑ Enter the number of ballots received from RO on line 1.
- ❑ Enter the number of cancelled ballots in Envelope "A" on line 5 (from step 2).
- ❑ Enter the number of unused ballots in Envelope "B" on line 6 (from step 3).

Step 4: Distribute Tally Sheets:

- ❑ DRO counts the votes and Poll Clerk tallies them.
- ❑ Give Tally Sheets, Form ENS-02-515 in the Poll Book to the Poll Clerk and to at least two other persons present. There are 12 Tally Sheets
- ❑ Each person with a Tally Sheet enters the names of the candidates in the spaces provided across the top.

Step 5: Open the Ballot Box and Empty the Contents on Table:

- ❑ Compare the number on the ballot box padlock seals with the number recorded on the Poll Book cover page and see that the two numbers match. Allow agents present to also compare the number.
- ❑ Twist and rotate the ballot box padlock seals until they break, then remove them to open the ballot box.
- ❑ Empty ballots onto the table, ensure that no ballot paper is stuck inside the ballot box.

Step 6: Count the Ballots:

Remember:

- ❑ The DRO is responsible for and in charge of the counting of ballots.
- ❑ Do not let anyone rush you.
- ❑ Handle each ballot in such a way that others present can see how it was marked, but DO NOT pass the ballot paper around.

Counting Process:

DRO:

- ❑ Unfold one ballot paper at a time, and make sure that the DRO's initials are on the back.
- ❑ If you decide that the ballot is to be counted, call out the name of the candidate marked on the ballot.
- ❑ For each candidate you call out, the Poll Clerk records the vote on the Tally Sheet. Others with Tally Sheets may also record the vote.
- ❑ Place the ballot papers counted for each candidate in a separate pile on the table.
- ❑ If you decide that a ballot is to be rejected, place it in Envelope "C" for Rejected Ballots.

Objections:

- ❑ An agent or elector representing a candidate may object to your decision to count or reject a ballot. Consider the objection, but remember that you have the final decision on whether the ballot is to be counted or rejected.
- ❑ Record each objection on the Record of Objection, Form ENS-02-516 in the Poll Book. Number the objections consecutively and write the same consecutive number and your initials on the back of the ballot in question.
- ❑ If you count a ballot not objected to, place it with the other ballots for the candidate. If you reject a ballot objected to, place the ballot in Envelope "C" for Rejected Ballots.

Step 7: Completing Statement of Poll and Reporting Results

- ❑ Record the number of ballots for each candidate on line 2.
- ❑ Place the ballots cast for each candidate in a separate Envelope "D". Write the name of the candidate and the number of ballots on the outside of the envelope.
- ❑ Count the number of rejected ballots in Envelope "C" and write the number of ballots on the outside of the envelope. Place the rejected ballots back in Envelope "C."
- ❑ Record the number of rejected ballots in Envelope "C" on line 3.
- ❑ Count the number of Certificates to Vote in envelope "H" and write the number on the outside of the envelope and place them back in envelope "H".
- ❑ Record the number of Certificates to Vote issued (Envelope "H").
- ❑ Seal each envelope with a gummed paper seal. You and the Poll Clerk then sign the seal. Any agents present may also sign the seal if they wish.
- ❑ Complete the Statement of Poll, including recording the total number of electors recorded in the Poll Book as having voted by Advance Poll.
- ❑ The DRO and the Poll Clerk sign the Statement of Poll. Any agents present may also sign the Statement of Poll if they wish.
- ❑ The DRO and the Poll Clerk must complete at least the first two Statements of Poll in the Poll Book:

  - Leave the first copy in the Poll Book.
  - Detach the second copy and place in Envelope "E."
  - Any additional copies are for agents at the poll, and are completed on request of the agent.
  - **Telephone the RO immediately and report the results.** Remember, the RO must be the first to have the results before they are released to anyone else. The RO will accept collect calls.

Step 8: Securing and Returning Election Materials

- ❑ If you appointed a constable, include the appointment form with the Statement of

Poll, in Envelope "E".

- ❑ Put the following in Envelope "J".
  - ✓ Poll Book.
  - ✓ Envelope "A."
  - ✓ Envelope "B."
  - ✓ Envelope "C."
  - ✓ Envelope "D."
  - ✓ Envelope "H."
  - ✓ The official List of Electors used at the polling station.
  - ✓ All other documents used at the poll.

NOTE: Do not place envelope "E" in envelope "J".

- ❑ Seal the flap of Envelope "J" with the seal marked POLL RETURN ENVELOPE 'J'. The DRO and the Poll Clerk then sign the seal. Any agents present may also sign the seal if they wish.
- ❑ Place any other material used at the polling station in one of the blank envelopes.
- ❑ Give the following to the RO
  - ✓ Envelope "E."
  - ✓ Envelope "J."
  - ✓ Ballot Box.
  - ✓ Blank envelope with other polling station materials.